

CITY OF HOUSTON

ENCROACHMENT PACKAGE

***ALL CORRESPONDENCE IS TO BE DELIVERED TO 611 WALKER, 10TH
FLOOR, OR MAILED TO :***

***MAILING ADDRESS: CITY OF HOUSTON
FRANCHISE ADMINISTRATION
ATTN: ERNEST B. DAVIS
POST OFFICE BOX 1562
HOUSTON, TEXAS 77251***

***TEL # (713) 837-9617
FAX # (713) 221-0103***

PROCEDURES FOR ENCROACHMENTS

THE FRANCHISE ADMINISTRATION DIVISION OF THE FINANCE AND ADMINISTRATION DEPARTMENT INITIATES THE APPLICATION FOR AN ENCROACHMENT PERMIT THAT COVERS TUNNELS, VAULTS, PEDESTRIAN WALKWAYS, BASEMENTS, RAILROAD SPURS, HOT & CHILLED WATER LINES, STEAM LINES, WATER LINES, SEWER LINES, FORCE MAINS, PETROLEUM PIPELINES, HIGH AND LOW VOLTAGE CIRCUITS, CLOSED TELEVISION CABLES, COMPUTER CABLES, FIBER OPTIC CABLES, AND CONDUIT PLACED UNDER OR OVER STREET RIGHT OF WAYS.

THE FOLLOWING IS A STEP BY STEP PROCEDURE TO OBTAIN AN ENCROACHMENT PERMIT:

A) Applicant must file with the City of Houston a Permit for Use and Occupancy of a Portion of the City's Right of Way Application and three Blue Line Drawings of a Plan and Profile.

B) A 24"x 36" Mylar drawing showing elevations, curb lines, metes and bounds, legal description, existing utilities, and any relocated utilities.

C) Signed letters from Entex, HL&P, and Southwestern Bell stating that there are existing lines in the encroachment area.

D) The Mylar must be signed by the utility companies as well as the City of Houston's Sanitary sewer, Traffic and Transportation, and Paving Departments.

E) A Certificate of Insurance with public liability coverage in the amount of not less than two hundred thousand (\$200,000) and property damage coverage of not less than one hundred thousand (\$100,000) covering buildings and construction, relinquishing the City of Houston from all liability of the encroachment area being used.

F) Street address of building and / or approximate address of encroachment area.

G) Name and Address of owner for Billing and Correspondence.

H) Upon submittal, a \$1005.00 application fee shall be paid to the City of Houston.

I) When the plans are approved and a Map Approval Number is given, the first year's annual fee of \$105.00 or, one-third of one cent per cubic foot, whichever is greater, shall be paid. In addition, the Applicant has the option to prepay the applicable annual fees and Right of Way fees, described in Sections 13 and 14 of the Ordinance, for five or ten years.

At this time the file is given a License Number, and a request for Council Action is required.

The Applicant will be contacted by Franchise Administration to negotiate the terms of the franchise/permit. After an agreement has been reached, the Legal Department finalizes the proposed Ordinance for City Council approval. Upon approval of City Council the applicant forwards a signed letter of acceptance to the City Secretary. When Franchise Administration receives a copy of the acceptance letter, a Permit to Encroach on the City's Right of Ways will be issued.

CERTIFICATE OF INSURANCE

1968 CODE, 41-196; ORDINANCE # 72-97, 1/19/72

The permittee, or his successors, assigns or representatives agree, obligate and bind himself or itself to indemnify and does hereby indemnify and hold, and save forever harmless, the City from liability, cost or damage on account of the construction within the city=s right-of-way, or on account of using, occupying, preparing, maintaining an operating such improvements therein. The permittee also agrees to furnish the Building Official written evidence that he has in full force, and effect during all times, of the building and construction within the City=s right-of-way, public liability insurance in the amount of not less than two hundred thousand dollars (\$200,000.00) and insurance for property damage in the sum of not less than one hundred thousand dollars (\$100,000.00) covering such buildings and construction.

ENCROACHMENT APPLICATION

BILLING ADDRESS:

NAME _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

LOT _____ **BLOCK** _____ **SUBDIVISION** _____ **DATE** _____

PHONE # _____

ADDRESS OF THE CITY'S ROW TO BE OCCUPIED:

WHAT WILL OCCUPY THE CITY'S ROW*:

IF IT IS A PETROLEUM PIPELINE WHAT WILL IT TRANSPORT:

APPLICATION FEE \$ _____ **ANNUAL INSPECTION FEE \$** _____

LOG # _____ **DRAWING #** _____ **ORDINANCE #** _____

OWNER: _____ **ADDRESS:** _____ **PHONE:** _____

APPLICANT: _____ **ADDRESS:** _____ **PHONE:** _____

SURVEY BY: _____ **DATE:** _____

ENGINEER: _____ **APPROVED DRAWING #** _____

TERM OF PERMIT: _____ **CUBIC FEET** _____ **LINEAR FEET:** _____

* **SUBSURFACE AREA**
 (BASEMENT OR VAULT SPACE) - **COMPLETE QUESTIONNAIRE A**
 PEDESTRIAN BRIDGE(S) /TUNNEL(S) - **COMPLETE QUESTIONNAIRE B**
 COMMUNICATION CONDUITS/
 ELECTRICAL/FIBER OPTICS - **COMPLETE QUESTIONNAIRE C**
 PIPELINE(S)/WATER LINE(S) - **COMPLETE QUESTIONNAIRE D**
 RAILROAD - **COMPLETE QUESTIONNAIRE E**

I hereby accept all conditions hereinabove mentioned, and certify that all statements herein recorded by me are true.

Signed: (owner or applicant) _____ **Date:** _____

Printed name _____

Permit Clerk: _____ **License #** _____

Date Permit Was Issued: _____

County Clerk File # _____

**PERMIT FOR USE AND OCCUPANCY
OF A PORTION OF THE CITY=S RIGHT OF WAY**

ORDINANCE # _____

DATE _____

Pursuant to the terms and provisions of Ordinance # 72-97, passed by the City Council of Houston on January 19, 1972, the required annual permit fee having been heretofore paid in full, the application made for this permit has been approved and is hereby issued to _____; said permit being issued on the condition that by the acceptance of this permit, the applicant, including the individual, partnership, organization, or corporation, for whose benefit this permit was requested and issued, expressly covenants and agrees to comply with each and every term, provision and condition in the City of Houston Ordinance # 72-97.

The legal description and address of the property that abuts the City=s Right of Way: _____

CITY OF HOUSTON, TEXAS

By: _____
Director, and his/her designee

ACCEPTED

By: _____
STATE OF TEXAS, COUNTY OF HARRIS

*Before me, the undersigned, on this day personally appeared _____
who states that He/She is the _____ a corporation known
to me to be the person whose name is subscribed to the foregoing instrument.*

**GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF
_____ A.D., 20____.**

Notary Public in and for Harris County, Texas